

HARMONY FIRE DISTRICT

194 Putnam Pike
Glocester, R.I. 02814

The regularly scheduled monthly meeting of the Harmony Fire District Executive Board was held at the Harmony Fire Station on **Thursday, January 21, 2016.**

Present: Moderator – Milton Huston, Jr.; Chief Stuart Pearson;
Treasurer – Sandra Owens; Tax Collector/Clerk – Kimberly Barber;
Board Members – George Kain, Louise Michaels & James Richards;
Attorney – Fred Mason, Jr.

Absent: Board Member – Raymond Fogarty – excused
Association Representative – Willy Vota, President

I. – Meeting Called to Order: 7:12 pm by Moderator Huston. Kim informed the Moderator that Ray would not be able to attend due to work obligations. Also Deputy Chief Muto sent his regrets for not attending due to a prior commitment.

II. – Approval of the minutes from the November 21, 2015 meeting:

Moderator Huston asked the board if there were any discrepancies to note on the minutes from the November 21st meeting. If there are no corrections, he would like to call for a motion to accept them.

Louise made a motion to accept the minutes. George seconded the motion. The motion carried unanimously.

III. – Review of Bills:

A check register of bills paid since the last meeting until today's date was provided to all board members in their folder. Moderator Huston asked if there were any comments or questions on these expenses.

Sandy asked Kim about the balance in posted to account #40600 and paid to Firematic Supply was for and when would we be receiving the grant money for it. After thinking about it Kim realized it was for turn out gear that will be reimbursed through a grant from the RIAFC. The funds will not be released until the crew members pass the Firefighter I course. Sandy said that it just looked funny on the December financial report, so she thought she would get clarification.

The Moderator stated that the check register is an informational report only and no vote is necessary.

IV. – Treasurer's Report:

Sandy then presented reports for both November and December.

Beginning balance November 1st \$456,560.50 and ending balance November 30th \$392,383.58.

Beginning balance December 1st \$392,383.58 and ending balance December 31st \$321,693.92. December is a big month for expenditures: building loan \$20,000, call pay \$53,000, those are the big ones. The Chief commented that next year, as we had voted on last month, the call pay will be split into 2 payments, July 1st and December 1st.

Louise made a motion to accept the November and December Treasurer's reports as presented. George seconded it. The motion carried unanimously.

V. – Tax Collector's Report:

The taxes receivable balance as of today's date is \$110,528.72. Kim broke down the total as Sandy had previously requested: 2015 tax bills \$86,188 + prior years \$24,340. The total for the Davis "Super Fund" site is now well over \$5,000. Some discussion followed about the Davis property.

Taxes collected in the month of November totaled \$6,016.34.

Taxes collected in the month of December totaled \$3,756.30.

Third party billing fees collected in the month of November were \$10,856.59.

Third party billing fees collected in the month of December were \$20,017.05. Kim said this high amount reflects on the weekend per/diem shifts being added. Sandy commented that if you look at her December report we are already at 70% of the estimated \$120,000 for 3rd party billing revenue. EMS personnel is already at 66% due to the weekend shifts too. Next year she said she will have to go up higher in this line item. She said we are definitely collecting enough to cover the personnel costs for the weekend shifts though.

Kim noted that she had prepared new 2016 meeting calendar magnets for everyone.

The Annual meeting calendar filing was also submitted on the RI Secretary of State's Open Meeting website. Additionally, the calendar was submitted to the Town of Glocester for inclusion on their website.

The next Tax Sale has been scheduled for April 22nd. Sixty-three, 90 Day Notices will be going in the mail tomorrow. Sandy asked when regular Past Due Notices would be sent out? Kim replied, about February 1st.

The June 30, 2015 Audit has been received from Geoff Malo. There is a copy of it as well as the report he submitted to the State of RI, for everyone to review. He noted that the bottom line shows a loss due to the purchase of the new Squad. Additionally, he mentioned that he had done a physical walk through of the station with the Chief to adjust our fixed asset listing as required by the state. He said he would like the board to go through the reports and he will attend the February 18th meeting to answer any questions you may have.

Louise made a motion to accept the Tax Collector's report. Jim seconded it. The motion carried unanimously.

VI. – Chief's Report:

Long time since last meeting – hope everyone had a great holiday season! Over our break Milton, George and Jim all had Birthdays and we had 2 new babies born. Congratulations to Ray and Phoebe on their 1st grandchild, Margaret, and Pvt. Rob Waterman and his wife Hillary on the birth of their daughter, Aurora.

Our tree lighting was outstanding again this year, very well attended. Thank you to the committee: Ruth Pearson, Elaine Muto, Kacey Richards & Kim Barber. The event cost was \$2,625, but after donations of time and materials the actual cost to the Association was only \$800. We also received donations of 2 bins of food and \$32 cash for the Gloucester Food Pantry. Kim also interjected that she appreciated the ladies stepping up and doing a wonderful job, without them it would not have got done, thank you!

Our crew Christmas party coordinated by Lt. John Detri and Pvt. Mike Sears was terrific this year! Nearly all crew members attended, about 30 people, and a great time was had by all. The just had a blast! Louise asked where it was held? The Chief said PJ's in Johnston.

As discussed at our November meeting, the Fire Prevention program was expanded this year with Capt. Rick Waterman spear heading a Poster Contest for both Gloucester Elementary Schools. The grand prize winner from Fogarty School was Harmony's own Rachel Dubuque. Rachel's prize was getting a ride to school on Engine 21 – check out the video and photos on our Facebook page!

Deputy Chief Muto has coordinated several training events in the past couple months. We have been training with CFD and WGFD at the former Nutty Scotsman's building that is scheduled for demolition. Another one was an Emergency Vehicles Operators Course, also known as EVOC, for all of our crew members that drive apparatus. Melody Hill Golf Course donated the use of their parking lot for this training. Additionally, another event was a Vehicle Extrication training held at Hall's Garage in Scituate. Thank you cards were sent to both to show our appreciation. The Chief explained that we have been doing more on the weekends due to many of the crew members being involved in evening classes, but now they are finishing up, so we will be rotating back to the Monday night drills.

The Deputy Chief has also been busy attending Fire Marshal class 3 days a week. The class started January 6th and will continue through March 11th. We will now have 3 on board: the Chief, Captain Rick Waterman and the Deputy Chief.

The Chief also mentioned at our November meeting that we were working on an AFG application. It was submitted in December for a LUCAS Chest Compression unit and Large Diameter Hose totaling \$50,044.00. The Chief briefly described the operation of the LUCAS unit.

He said that he is also working on another regional SAFER grant for 2016 for recruitment and retention. He had submitted last year with 2 Burrillville departments and hopefully they will add more departments to the application this year. He said he will be doing some lobbying for this grant down in Washington in the Spring.

The new Radio System is now on-line. However, the Chief stated he would not sign-off on the project until leaves are on the trees. George agreed saying that that had been the problem in the past with the Durfee tower.

George made a motion to accept the Chief's report. Jim seconded it. The motion carried unanimously.

VII. – Harmony Fire Department & Improvement Association Report:

No report available due to Willy's absence.

VIII. – Committee Reports:

- a. Property Review Work Team – George Kain & Louise Michaels, Co-Chairs
Nothing new to report.
- b. Meeting of 3 Fire Districts – Chief Pearson & George Kain, Representatives
No meetings have been held since our last board meeting. Our representatives attempted to schedule, but no interest was shown by the other 2 districts. Milt asked what we are exactly trying to accomplish with these meetings. The Chief said we are basically trying to keep the lines of communication open. Coverage is a topic that needs to be revisited. George said we have also shared policies and procedures with them for consistency. Sandy asked if there is anything else we could purchase as a group to save money. The Chief said they have been when it is possible. We offer but for example 1 district just submitted a grant and they did not ask if anyone else wanted to join in with them. They have also purchased a vehicle and we found out after the fact. Kim said that we do co-own the old rescue and share it as a reserve vehicle. She added that we have also done several group purchases for EMS supplies with Smithfield Fire. Sandy said she just thought that these might be some things that we would want to share with our taxpayers at the next annual meeting. George said that their meetings were very cordial and went well, but they never went anywhere. Louise said well if other people within their own districts aren't on board with it, they are subject to their whims as well. So it might not actually be the people you are meeting with, but it might be someone else. The Chief and George agreed.
- c. Charter & By-Laws Review – Ray Fogarty, Chair
The Chief stated that the committee should have a report for the board at the next meeting.

Jim made a motion to accept the Committee reports. Louise seconded it. The motion carried unanimously.

IX. – Old Business:

- a. Weekend Per/Diem Shift Analysis Report
Sandy said Kim and herself had briefly touched on this subject earlier in the meeting. Kim said yes and last month Jim and Ray had asked that a 6 month analysis be put together for July 1st through December 31st. She stated that she was waiting for figures from the Dawson Group so she could finish putting together this report. She would present it next month. Louise asked how the scheduling was going. Kim said it was going nice and smooth.

The Moderator tabled the report until next month.

X. – New Business:

XI. – Public Input: No audience.

XII. – Executive Session:

A letter had been received, addressed to the Moderator, regarding personnel.

Louise made a motion to go into Executive Session regarding matters of personnel, pursuant to *RIGL 42-46-5(a)(1)*. Jim seconded the motion. The motion carried unanimously.

The Board recessed for Executive Session at 7:39 pm.

A motion was made by George to reconvene the regular meeting at 8:06 pm. The motion was seconded by Jim. The motion carried unanimously.

The Moderator stated that no votes had been taken while in Executive Session.

A motion was then made by Louise to seal the minutes of the Executive Session. Jim seconded the motion. The motion carried unanimously.

XIII. – Adjournment:

At this time Jim notified the board that he would not be able to attend the February meeting because he would be on vacation. He then made a motion to adjourn the meeting. George seconded it. The motion carried unanimously. The January meeting of the Harmony Fire District Executive Board was adjourned at **8:08 pm**.

The next meeting of the Harmony Fire District Executive Board
is scheduled for **Thursday, 7:00 pm, February 18, 2016** at the Harmony Fire Station.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kimberly S. Barber".

Kimberly S. Barber
Tax Collector/Clerk